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CONFIDENTIAL

NOTICE NO. LN 42-120-3 LN 42-120-3 CORRESPONDENCE 27 October 1955

SUBJECT:

Papers Submitted to the DCI or DDCI Requiring Approval or Disapproval.

25X1A

REFERENCES:

(a) Chapter I, Section E, and Chapter V, "Correspondence Handbook".

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- (b) "Staff Studies".
- (c) Memorandum from the Executive Assistant to the Director dated 6 October 1955.
- 1. Supplementing references (a) and (b), and in compliance with reference (c), all action papers submitted to the Director of Central Intelligence or the Deputy Director of Central Intelligence requiring signature denoting approval or disapproval will contain in the final paragraph a recommendation which clearly briefs the action recommended.
- 2. Such papers will be prepared in format as prescribed in references (a) and (b), except that the approval line will appear as follows:

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"The recommendation(s) in paragraph is (are) approved (disapproved):

Date

ALLEN W. DULLES"
Director

FOR THE DIRECTOR OF LOGISTICS:

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Chief, Administrative Staff

OL/AS/H

(27 October 1955)

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